

NAIOP

COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION

TO: NAIOP Members

FROM: Stephen F. Clarke
NAIOP, President-Elect

DATE: December 10, 2009

RE: **Annual Awards Nominations**

NAIOP is pleased to announce that our Annual Awards Luncheon will be held on Thursday, February 18, 2010 to honor those NAIOP members among us in the Commercial Real Estate Industry who have been selected as the "Best of the Best." The luncheon will be held at the Denver Center for the Performing Arts, Seawell Ballroom, on 14th Street and Arapahoe Street.

Please be sure to read all information regarding the submission process carefully. Attached with this memo are the nomination forms and selection criteria for both the broker and developer categories.

Brokerage categories include:

- Office Broker of the Year
- Industrial Broker of the Year
- Investment Broker of the Year
- Land Broker of the Year
- Retail Broker of the Year
- Broker Outstanding Achievement Award

Development categories include:

- Office Development of the Year
- Industrial Development of the Year
- Mixed Use Development of the Year
- Development of the Year
- Owner/Developer of the Year
- Special Development of the Year

All nomination forms and supporting information must be submitted to the NAIOP chapter office on or before **Wednesday, January 6, 2010**. **Any materials received on or after January 7, 2010 will not be accepted.** Specific information about what must be submitted is listed in detail on the Broker and Developer Submission Check Lists. Questions regarding the awards program may be addressed to either me at 303.741.0700 or Kathie Barstnar at the NAIOP chapter office at 303.782.0155.

We look forward to receiving your nominations, prior to January 6, and to sharing the winners with you at our Awards Luncheon on February 18, 2010.

2009 Broker Award General Rules and Judging Criteria

GENERAL RULES:

1. All nominees must be a member in good standing of NAIOP at the time of their nomination. Submission from non-members WILL NOT BE ACCEPTED
2. The Judging Committee may decide in any given year not to make an award in a particular category; create a new category in a given year; and categories may change from year to year.
3. There is a limit of 5 finalists per category.
4. Nominees will be judged by a committee composed of former NAIOP Presidents and Executive Committee members.
5. Any attempt to contact any NAIOP officials or judging committee member by a nominee will result in disqualification. Judges are further instructed not to receive any calls from persons making nominations.
6. Falsification of any documentation requested will result in the disqualification of your application.
7. Managers of all brokerage houses will be invited to a "vetting meeting" so that confirmation can be obtained on transaction volume and office ranking.
8. Transaction volumes for teams will be considered, based on the judging criteria below, irrespective of the number of the commission earning members on the team.
9. Leasing brokers will be allowed to include transaction volume in non-leasing related transactions. For example, if a leasing broker catalyzed a debt equity or financing transaction, the volume of that transaction should be listed on the 2009 Broker Award Transaction List and the transaction noted by a check in Box F.
10. All finalists will be required to have their managing broker verify the accuracy of the transaction volumes and office ranking.
11. DO NOT submit any transaction that was not closed during calendar year 2009.
12. The Judging Committee may elect to award the Broker Achievement Award to an individual who has not been formally nominated but meets the criteria listed in section 13 below.
13. The Broker Achievement Award does not apply to any specific category. The individual MUST be a consistent high producer, and MUST have a substantive track record in the Real Estate industry. Contributions to the community and to NAIOP will warrant consideration.
14. Nominees if selected must agree to present at the Annual Mid Year Commercial Forecast program and provide a copy of their presentation at said program to the NAIOP office.

JUDGING CRITERIA: All submissions will be subject to the following weighting based on the information provided with the submission.

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|-----|--|
| 30% | Based on the transaction volume in dollars that the team or individual has generated |
| 30% | Based on the ranking with the office for each individual and/or team member |
| 20% | NAIOP membership activity including length of membership, level of participation, CCF Investment, etc. |
| 10% | Contribution to the real estate industry |
| 10% | Contribution to the general community |



COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION
COLORADO CHAPTER

Annual Awards Luncheon for 2009
Denver Center for the Performing Arts - Seawell Ballroom
Thursday, February 18, 2010

2009 Broker Submission Check List

Please review and provide all materials and information outlined on this form. Submit the required information in a typed format to the NAIOP office to arrive on or before **Wednesday, January 6, 2010**. **NOTE: Any materials received on or after January 7, 2010 will not be accepted. Required information includes three (3) printed sets consisting of the Entry Form, Truth of Information Release, Submission Check List, and any collateral materials. In addition, an electronic copy of the submission forms and any supporting documentation must be provided on a flash drive or CD-ROM.**

For ALL Broker Categories, please provide the following.

- 1. Provide completed Entry Form
- 2. Provide completed Truth of Information Form
- 3. Provide list of transaction volume in dollars that the team or individual has generated by completing the 2009 Broker Award Transaction List for the appropriate category of your nomination. NOTE: The managing broker will be expected to provide commission vouchers (amount of commission blotted out) to verify at the vetting meeting.
- 4. Ranking within the office for each individual or each team member
- 5. NAIOP membership activity including date joined, detailed participation, CCF Investment information, etc. Please give details.
- 6. Contribution to Real Estate Industry: What other Real Estate organizations is the nominee(s) actively engaged in? What activities has the nominee(s) participated in that advanced the Real Estate industry? Please give details.
- 7. What community organizations has the nominee(s) shown active participation or leadership in? Please give details.
- 8. Provide resume of nominee(s)
- 9. Provide list of top 5 clients for use at Awards Lunch
- 10. Provide electronic version of company logo for use at Awards Lunch

If this is a Broker Achievement Award Nomination, in addition to the items listed above, please provide the following:

- 1. A description as to why the individual should receive this award. Has he/she had a career best year, major achievement, unique or special sale, breakout year, unusually large volume of sales, or consistent and distinguished service throughout a career? What makes the nominees accomplishments an outstanding Achievement by a Broker? Please explain.

Submit nominations to arrive on or before Wednesday, January 6, 2010 to:

Awards Nominations
c/o NAIOP – Colorado Chapter
1720 S. Bellaire Street, Suite 110
Denver, Colorado 80222
303.782.0155

ENTRY FORM

This Entry Form must be submitted along with the other requirements listed on the Broker or Developer Submission Check List. The Entry Form will serve as the cover page for each nomination.

- (Check only one.) Office Leasing Broker of the Year
 Industrial Broker of the Year
 Retail Broker of the Year
 Investment Broker of the Year
 Land Broker of the Year
 Broker Achievement Award
 Office Development of the Year
 Industrial Development of the Year
 Mixed Use Development of the Year
 Development of the Year
 Owner/Developer of the Year
 Special Development of the Year

NAME OF NOMINEE _____ TITLE _____

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

NAME OF NOMINATOR _____ TITLE _____

NOMINATOR'S COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

*Please send all materials to arrive on or
before Wednesday, January 6, 2010 to:*

Awards Nominations
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Denver, CO 80222
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2009 Annual Awards Nominations Truth of Information Release

To the best of my knowledge, the information provided herein is true and complete. All financial information contained herein shall remain confidential unless I agree to its release in writing.

I understand that the information I provide on this application will be used by the independent panel of judges in selecting award recipients and I consent to the use of such information for that purpose. I further consent to the use of such information by NAIOP for research, educational or any other purpose as long as such use does not divulge my identity or the identity of the company to any other person other than the judges, and their respective affiliates.

If I am selected as a finalist or award recipient, I hereby authorize the use, in connection with the Awards program of my name, my company's (or organization's) name, non-financial information, photographs, video recordings, and audio recordings of me from whatever source. I agree that no compensation shall be due me or my company for such usage. I also agree that if I am a broker winner, I will make the presentation for my category at the Mid Year Economic Update in July and provide a copy of the presentation to NAIOP for posting on the website and distribution to program attendees. If I am unable to fulfill this responsibility, I agree to prepare the presentation and assure that a senior level representative from my company will present in my place. I will submit the name of my replacement no less than 60 days prior to the event for approval by NAIOP.

Nominee's Signature: _____ Date: _____